



District of Columbia Air National Guard

AGR Job Announcement

06-319



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON CLOSING DATE BY <u>1500 HRS</u> IN ORDER TO RECEIVE CONSIDERATION	OPENING DATE: 07 Mar 2006	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Production Recruiter 9950000	
	Maximum Military Rank: SrA - TSgt Selectee will be assigned to a compatible military position.	
	Military Duty Assignment: 8R000, Any AFSC	
Position Location: 113 th MSF DCANG Andrews AFB, Maryland	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
AREA OF CONSIDERATION: AGR: All Sources, AGR Resource Available. 1 Vacancy		
Permanent Change of Station:		
Special Remarks: Two years duration starting from the date an individual graduate from the ANG Basic Recruiting Course. This is a two-year temporary position without the guarantee of converting into a permanent, full-time position. Individuals must meet all training requirements as prescribed in ANGI 36-101, Chapter 8, paragraph 8.2.1 and AFMAN 36-2108. Individuals will be required to meet recruiting goals as prescribed by the state/local unit.		
Instruction for Applying: This office <u>will not</u> accept application mailed at government expense. Electronic or fax application <u>will not</u> be accepted. Failure to submit <u>all documents</u> will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. HRO <u>will not</u> copy or return submitted application. <u>No binders please.</u> <u>Required Documents for Applying for AGR</u> 1.) NGB 34-1, dated Oct 2002 (please date and sign application) 2.) Current RIP (Report of Individual Performance) 3.) Fitness Test 4.) DD 214 (If applicable)		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
AGR Employment Questions: MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume or NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Announcement Number: 06-319

Position: Production Recruiter, 9950000

Brief Description of Duties:

Assist the ANG ROS in the planning and organizing of recruiting activities. Analyze industrial and population content of communities to determine the requirements for recruiting programs. Develop and maintain long-term contacts with representatives of civilian organizations, high schools and local reserve and active duty units of the Armed Forces, and the general public. Implement approved recruiting programs to meet Air National Guard and public needs and interests. Establish contacts with interested prospects through the use of the news media, local advertising and referrals. Improve techniques for disseminating recruiting information in the local community. Maintain familiarity with events and facts concerning benefits for ANG personnel. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests. Coordinate with education facilities to obtain accurate education information such as: High School Diplomas, Transcripts, Profession Military Education (PME) records, etc. Provide Basic Military Training briefings for new enlistees. Performs all other duties as assigned.

Qualifications: 8R000, Any AFSC

Specialized Experience:

1. Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a high school diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). E-3 (Airman 1st Class) appointments may be waived by ANG/MPPA.
5. Possess a high moral character and unquestionable integrity.
6. Appearance must project a favorable image of the ANG. Must maintain outstanding appearance, military bearing, and standards of conduct; to include no history of disciplinary actions. Compliance with AFI 36-2903 and NGR (AF) 35-11 (currently being rewritten) is mandatory.
7. Must be able to speak clearly and communicate effectively.
8. Individual may not have any documented diagnosed history of alcoholism or drug abuse.
9. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.
10. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.
11. Must be a graduate of USAF/ANG/AFRES Recruiting School (L3ALR8R000, L3AZR8R000-001, L3AZR8R000-002), and the ANG 2-Day Follow-on course prior to being placed on a full-time recruiting tour.
12. Must meet physical profile 111121 (minimum X-3 profile), and be Dental Class A.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**